



**Evanston Public Library Board Finance Committee
MEETING MINUTES**

Thursday, March 12, 2026, at 3:00 PM
Main Library, Library Board Room, and remote

Members Present

Trustees Tracy Fulce and Michelle Mills were present. Additional trustees in attendance included Jean Keleher and Victoria Shire.

Members Absent

All members of the committee attended

Staff Present

Heather Norborg, Jennifer Shreve, and Sameer Notta

Land Acknowledgement

Read by Trustee Shire

Citizen Comment

None

Call to order/Declaration of Quorum.

Trustee Mills called the meeting to order when a quorum of Trustees was established at 3:04 p.m.

Old Business

- A. Inter-governmental Agreement & Lease Update

New Business

- A. Review the upcoming board packet finance items
- B. Monthly Development Report
- C. 2025 Year-end Financial Report
- D. RFP Responses

Motion: Trustee Mills moved, seconded by Trustee Fulce, that the Finance Committee recommend DSG | Koya as the preferred proposer for the Interim ED search engagement and requested the Board President (or designee) to negotiate a Board-ready agreement consistent with the RFP and today's guardrails, including completion of at least one client reference call as due diligence prior to Board consideration.

Trustee Mills further moved that if the negotiated agreement and due-diligence steps cannot be completed in time for inclusion in the materials for next week's Board meeting, the Finance Committee recommends that the Board President schedule the earliest practicable Board action—either by placing the item on the April 15 regular Board meeting agenda or by convening a special Board meeting during the week of April 6—so the full Board can consider approval.

Guardrails (read as part of the motion or as an attached list):

- fee/indirect fee mechanics clarified (and capped if feasible)
- reimbursables defined
- reporting cadence + timeline milestones

- assessment/AI governance (consent/data handling/optional)
- interim-fit deliverables (competency profile + screening rubric + standardized candidate briefs)

Executive Session

Motion: Trustee Mills moved, seconded by Trustee Fulce, to go into executive session at 4:02 pm.

Motion: Trustee Fulce, seconded by Trustee Mills, moved to adjourn the executive meeting at 4:22 pm.

Motion: Trustee Mills moved, seconded by Trustee Fulce, to go into executive session at 4:28 pm.

Motion: Trustee Fulce, seconded by Trustee Mills, moved to adjourn the executive meeting at 4:34 pm.

Adjournment

Trustee Fulce made the motion to adjourn, which was seconded by Trustee Mills and approved by voice vote. The meeting adjourned at 4:34 p.m.

Submitted by

Trustee Mills

Evanston Public Library Board of Trustees